

EPA Region 5 Records Ctr.



231475

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Mr. Mark W. Lee
Maslon Edelman Borman & Brand
3300 Wells Fargo Center
90 South Seventh Street
Minneapolis, Minnesota 55402

Re: Electramatic, Inc.

Dear Sir or Madam:

Enclosed please find two copies of an Administrative Settlement prepared by the U.S. Environmental Protection Agency ("U.S. EPA") under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, 42 U.S.C. §9601 *et seq.* Please have your client, Electramatic Inc., return both executed copies of the consent order within 14 days after receipt of this letter to Thomas Krueger, Associate Regional Counsel, C-14J, 77 West Jackson Boulevard, Chicago, Illinois 60604. While the document has not been approved by the persons at U.S. EPA and the U.S. Department of Justice ("DOJ") with final authority to authorize this settlement, the U.S. EPA enforcement staff assigned to this matter will recommend approval of the attached document.

Electramatic's failure to return two executed copies of the settlement to U.S. EPA within 14 days will be construed as an unwillingness to enter a settlement with U.S. EPA. U.S. EPA will then proceed accordingly.

If you have any questions regarding the Order, feel free to contact Mr. Krueger, at (312) 886-0562 or Fred Micke, On-Scene Coordinator, at (312) 886-5123.

Sincerely yours,

Linda M. Nachowicz, Chief
Emergency Response Branch

Enclosures

1/2
4/25/05

cc: James L. Warner, MPCA

bcc: Docket Analyst, ORC (C-14J)
Thomas Krueger, ORC (C-14J)
Fred Bartman, OSC (SR-6J)
John Maritote, EESS (SE-5J)
Fouad Dababneh, EESS (SE-5J)
Tony Audia, PAAS (MF-10J)
Records Center (SMR-7J)
ERB Read File
Toni Lesser, Public Affairs (P-19J) w/out attachments
Michael T. Chezik, Department of Interior

OFFICE OF REGIONAL COUNSEL CONCURRENCE SHEET

SUBJECT: WESTERN INDUSTRIAL MINERAL Site -
Admin. Settlement

CONTROL NO. (if applicable): _____

Originator and first level supervisor are responsible for assuring that documents are in plain language. All other reviewers should consider plain language in their reviews. See plain language checklist on reverse side of this sheet.

Originator	(<u>Kramer</u>)	<u>TL</u>	Date <u>4/25/05</u>
Section Chief	(<u>Carter</u>)	<u>DC</u>	Date <u>4/28/05</u>
Branch Chief	(<u>Nelson/Cohen</u>)	<u>EL</u>	Date <u>4/28/05</u>
Deputy RC	(<u>Frey</u>)		Date _____
Regional Counsel	(<u>Frey (Acting)</u>)		Date _____

COMMENTS: _____

(PLEASE INDICATE NAME OF APPROPRIATE DIVISION(S) WHERE CONCURRENT SIGNOFF IS NECESSARY)

NAME OF DIVISION SFD

Assigned Staff Person	(<u>Rosen</u>)	<u>hwp</u>	Date <u>4-28</u>
Division Director	(_____)		Date _____
Other	(<u>Amesbury</u>)	<u>hwp</u>	Date <u>4-29-05</u>
Other	(<u>McMahon</u>)	<u>COFFIN</u>	Date <u>4/29/05</u>

OFFICE OF THE REGIONAL ADMINISTRATOR

Other	(_____)		Date _____
Other	(_____)		Date _____
Deputy Regional Administrator	(<u>Mathur</u>)		Date _____
Regional Administrator	(<u>Skinner</u>)		Date _____

COMMENTS: _____

Plain Language Checklist

Write in the active voice. When you use the active voice, the subject of the sentence acts: “EPA issued the permit to X.” When you use the passive voice, the subject of the sentence is acted upon: “The permit was issued to X.” If you can ask “By whom?” or “By what?” after the verb, the verb is in the passive voice. A passive verb has a form of the verb “to be” (am, is, are, was, were, be, being, been) plus a main verb usually ending in “en” or “ed.”

Use action verbs. Use base verbs instead of nouns derived from verbs.

Don't Say	Say	Don't Say	Say
is applicable to	applies to	make payment	pay
give consideration to	consider	take action	act

Use personal pronouns to represent the reader and to refer to EPA. For example, “The United States Environmental Protection Agency is issuing an order to X (you). We are offering you...”

Write short sentences to aid comprehension. Put one main thought in most sentences. Divide a long sentence into two or three short sentences. Remove all unnecessary words. If there are several conditions or subordinate provisions, make a list.

Omit surplus words and redundancies. Question the need for every word.

Don't Say	Say	Redundancies
for the period of	for	true and correct
in order to	to	cease and desist
in the event that	if	order and direct

Place words carefully to reduce ambiguity. Keep subjects and objects close to verbs. Put modifying phrases and words such as “only” and “always” next to the word they modify. She *only* said that he hired her. She said that *only* he hired her. She said that he hired *only* her.

Be consistent. Don't use different words to refer to the same thing (car, vehicle, automobile).

Limit your use of abbreviations, acronyms, and capital letters. Use abbreviations and acronyms to refer only to terms that are central to the document. Do not abbreviate terms that you use only a few times. Use capital letters to begin sentences, proper names, and titles and for headings. You should reconsider all other uses.

Visit the government's plain language web site at www.plainlanguage.gov.

SIGN-OFF FOR THE OFFICE OF REGIONAL COUNSEL									
	<u>Attorney</u> Paralegal	Section Secretary	Section Chief	Branch Secretary	Branch Chief	RC/DRC Secretary	DRC	RC	Other
Initial	AK	WJ For	WJ		GV				
Date	4/25/05	4-25-05	4/26/05		4/28/05				

WJ
4-24-05